

GOVERNMENT OF PUDUCHERRY
OFFICE OF THE DEPUTY COMMISSIONER (EXCISE)

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No.22674/DCE/S2/2017-18

Puducherry, dated 20.02.2018

CIRCULAR

Sub: Excise – Renewal of FL.1/FL.2 Licence – Reg.

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As per Rule 115-A of Puducherry Excise Rules 1970, FL.1/FL.2 Licence Renewal applications have to be submitted to the Licensing Authority not less than thirty days before the expiry of the licence. As such the Renewal applications for the year 2018-19 have to be submitted at the Office of the Deputy Commissioner (Excise) on or before 28.2.2018.

2. Application for renewal of wholesale (FL.1) and retail shops (FL.2) for the year 2018-19 shall be obtained through online. The procedure for renewal of FL.1& FL.2 licence is detailed in the website “<http://exciseportal.py.gov.in>”. At the first instance, the licence holders of wholesale and retail shops are informed to register their renewal application in the website and then download the challan for remittance of respective licence fee at the State Bank of India as detailed below:-

LICENCE CATEGORY	ANNUAL LICENCE FEE (Rs.)
(a) FL 1 Licence	Rs.15,00,000 per year
(b) Additional licence fee for retail counter run by the FL.1 licensee (Without permission to serve liquor for consumption in the premises)	Rs. 7,00,000 per year
(c) Godown fee to the FL.1 licensee	Rs.10,000 per godown per year
(d) FL.2 licence (with permission to serve liquor for consumption within the licensed premises) excepting tourism category hotels/restaurants.	Rs.10,00,000 per year
(e) FL.2 licence (without permission to serve liquor for consumption within the licensed premises)	Rs.7,00,000 per year
(f) FL.2 Licence for tourism category hotels / restaurants to serve liquor for consumption only in the restaurant (without permission for having retail counter and retail sale)	Rs.6,00,000 per year
(g) Additional licence to the Bar Licence holders for pub-centre	Rs.5,000 per year

3. After remitting the licence fee, paid challan has to be submitted to this office for clearance, after which the renewal application may be downloaded from the website mentioned above. The duly signed application shall be submitted alongwith the following documents, renewal application the following documents on or before 28.02.2018.

- a) Sales Tax Clearance certificate for the year 2016-17 issued by the Commercial Tax Department, Puducherry.
GST (Goods and Services Tax) Registration Number.

...2/-



- c) Security Deposit in the form of Fixed Deposit Receipts for an amount of Rs.25,000/- in the case of FL.1 licence and Rs.5,000/- in the case of FL.2 licence.
- d) Authorisation letter in duplicate in Rs.10/- stamp paper with details of persons authorized to receive the licence and other documents on behalf of the licensee.
- e) List of brands of IMFL proposed for sale for the year 2018-19.
- f) Original Licence issued for the year 2017-18.
- g) If the Licensed premises/Godown is own building, copy of the registered document. If the Licensed premises/Godown is Rented/leased building, copy of the valid rental/lease agreement registered in the respective Sub-registrar's office.
- h) In case, if there is any litigation in any court regarding the licensed premises/licence, the present position of the case and its details have to be reported.
- i) PPA approval in respect of the newly shifted premises.
- j) Trade Licence issued by the Municipality/Commune Panchayat for the year 2018-19.
- k) Proof of payment of Property Tax for the land/building in the licensed premises (for the year 2017-18).
- l) Food Safety licence valid for the year 2018-19 issued by the Department of Food Safety, Government of Puducherry under Food Safety and Standards Act, 2006.
- m) 3 sets of passport size photographs of Licensee/Partners (One photo has to be affixed in the Renewal application and other 2 photos have to be enclosed for Office use), and
- n) No Dues Certificate from the Excise Department, Government of Puducherry.

4. The Licence holders are instructed to provide the factual information carefully while submitting the online renewal application and no column of the application shall be left blank. The licensees providing incorrect information or failing to enclose the required documents along with the application would be liable for penalty under the provisions of the Puducherry Excise Act and Rules, 1970.

5. Further, the renewal application deficit of required documents and information and/or not accompanied with the duly paid challan would be treated as incomplete application and is liable to be rejected, leading to non-renewal of the licence. Hence, the licensees are instructed to submit the renewal application along with all necessary documents within the stipulated time.

6. All the shops for which renewal applications have been submitted will be inspected by the officials of this department. It is instructed that the lapses noticed during the inspection have to be rectified, failing which the licences will not be renewed.




(G. JOHNSON)
DEPUTY COMMISSIONER (EXCISE)

To
All FL.1/FL.2 Licensees,
Puducherry.

Copy to:
The Deputy Commissioner (Excise), Karaikal/Mahe/Yanam.

Copy submitted to:
The Excise Commissioner, Puducherry